



Disciplinary Program (Section 18)

PURPOSE

The purpose of this policy is to support the enforcement of good safety performance and to eliminate repeated or continuing safety violations by the use of appropriate disciplinary measures.

SCOPE

The primary objective of the company safety program is to provide a safe work environment for all employees. Managers or supervisors are required to issue appropriate specific safety instructions to all employees prior to assigning them work. Managers or supervisors are responsible for coordinating work with other supervisors in the work area to ensure that all work can be accomplished safely. Each employee is individually responsible for complying with each of the provisions of the Safety Program, in addition to those safety instructions issued by the employees' supervisor, either verbally or in writing. However, when Safety Policies and Procedures are violated or individuals continue to be involved in accidents or infractions, disciplinary action must be considered, in order to emphasize the gravity of the situation and bring about desired improvement.

1.0 Procedure

- 1.1 Each employee who reports for work will be given a safety orientation as a part of the general hiring process. During this orientation, the company's positive attitude toward working safety will be stressed and the employee will be advised that safety compliance is a condition of work. The safety program will be explained and safe responsibilities will be clearly defined.
- 1.2 When an employee is observed committing an unsafe act, the employee is to be informed by means of a formal safety notice letter. The exact nature of the violation and what is acceptable must be thoroughly explained to the employee. A copy of the written warning will be given to the employee's supervisor and a copy placed in the employee personnel file.

1.3 Violations for which written warnings will be issued are as follows:

1.3.1 Any bargained rules.

1.3.2 Policy where bargaining doesn't address or conflict.

2.0 Responsible for Enforcement

2.1 The Safety Director, Project Engineers, Supervisors, and Foreman's all have a responsibility to enforce this policy. Each employee has a responsibility to follow all safety rules in our facility and at all of our customer's facilities.

3.0 Examples of Violations:

3.1 Not following written or verbal safety procedures

3.2 Not wearing required Personal Protective Equipment

3.3 Abuse of Personal Protective Equipment

3.4 Horseplay

3.5 Excessive Timeliness/Tardiness

3.6 Work Production

3.7 Personal Conduct

DOCUMENT MANAGEMENT:

The only document associated with Disciplinary Program is the written standard form of notification. Appendix 18A.

If after reading this program, you find that improvements can be made, please contact the Safety Director. We encourage all suggestions because we are committed to the success of our Disciplinary Program. We strive for clear understanding, safe behavior, and involvement from every level of the company.

CHANGE CONTROL:

All management system changes are reviewed, approved or disapproved by the Safety Committee.

This program was initially developed on September 22, 2004, replacing the former Disciplinary Program entirely.

Revision No. 1 (September 22, 2004)

Revision or Review No. 2 (January 3, 2006)

Revision or Review No. 3 (June 26, 2006)

Revision No. 4 (September 6, 2007)

PERSONNEL:

The Owners of Wagner-Meinert, Inc. have the ultimate responsibility for the Disciplinary Program. They have designated the Safety Director and the Human Resource Director to manage the Disciplinary Program.

Disciplinary Record and Corrective Action (Appendix 18A)



Name of employee:	Date:
Work Area:	Position or craft:
What is the employee being reprimanded for?	
<input type="checkbox"/> Conduct <input type="checkbox"/> Production <input type="checkbox"/> Timeliness/Tardiness <input type="checkbox"/> Safety <input type="checkbox"/> Other	
Please explain:	
What is expected of this employee in response to this reprimand?	
How will supervision assist the employee?	
Has the employee been warned about this before? <input type="checkbox"/> Yes <input type="checkbox"/> No / <input type="checkbox"/> Written <input type="checkbox"/> Verbal	
Date of earlier reprimand and by whom:	
Supervisor's/Foreman's name: _____	
Supervisor's/Foreman's signature: _____	
Notes / Other Comments:	